

Back to Basics

Getting the most out of your Women in Farming meetings

Running through core meeting procedures at branch level can be an invaluable activity if you haven't scheduled it for a while, particularly with new members joining along the way. It's useful in keeping members on track with relevant topics during meetings as well.

Using the 5 core focus areas originally identified in 2009 and now updated enables members to get their questions answered and helps focus discussion on areas of common interest.

The **5 core topics** are:

Employees - Staff & Family
In the Office
Beyond the Farm Business
Business Management
Enterprise Management

These topic sheets are available as printable sheets and can be well worth laminating and using at each meeting. Some branches have been using the sheets for a number of years and use sticky notes for members to place their questions on each topic area, to be sure each item is covered during discussions.

Common meeting procedures (etiquette) are also outlined on a similar printable sheet. You can place the procedure sheet on a table or stick on a wall as a reminder of the privacy of discussions and the need for respect to be shown to all and to ensure each member has an opportunity to be heard. (Can work well going around the table, asking each person for their input and experiences.)